

**Subject:** Organizational Memberships and/or Dues and License Fees**For:** EMPLOYEE HANDBOOK**Also See:****Identification**

ET-03076

Policy

**Effective Date**

6-1-2006

**Replaces**

ET-03076 (6-1-2003)

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## **Membership and/or Dues**

The Department of Treasury will pay memberships or dues in organizations which have departmental or organizational memberships, and which have a direct relationship to the specific goals and objectives of the Department.

These memberships are commonly referred to as "agency memberships." Individual staff memberships or dues will not be paid from departmental funds unless it is to the Department's advantage to purchase an individual staff membership rather than an agency membership.

Approval for new or renewal of existing individual staff member's dues or memberships will not be considered unless accompanied by a statement from the Administrator/Director of the affected Division/Office which clearly demonstrates that such membership has a:

1. Direct relationship to the Department's programs, goals and objectives, and the employee's job description.
2. Specifically job-related and functional relationship to staff performance in meeting the objective of an organizational unit of the Department.

The statement must be approved by the appropriate Bureau Director or Deputy Treasurer.

## **License Fees**

The Department will pay **license fees** only if the license is a condition of employment and required by the position description. An exception may be made for employees who supervise positions that require a license, even if the license is not a condition of employment for the supervisory position. Such exceptions are subject to approval by the appropriate Deputy Treasurer.

**End**